

~~ADMINISTRATIVE INTERNAL USE ONLY~~

1 July 1985

STAT

MEMORANDUM FOR: [REDACTED]  
Director, Foreign Broadcast Information Service

STAT

FROM: [REDACTED]  
Chief, Administrative Staff/FBIS

STAT

SUBJECT: Request for Thirteen Days Leave Without Pay -  
[REDACTED]

STAT

STAT  
Your approval is requested for [REDACTED] to take 13 days  
Leave Without Pay. [REDACTED] requests LWOP in order to round out her  
vacation to a full month; her days on LWOP will be 31 July through 13  
August 1985. The circumstances surrounding this request are set forth in  
a memorandum from her supervisor, attached. I recommend approval of her  
request.

STAT

[REDACTED]

STAT

APPROVED:

[REDACTED]

2 JUL 1985  
Date

WFBIS

1 attachment  
as stated~~ADMINISTRATIVE INTERNAL USE ONLY~~

**ADMINISTRATIVE-INTERNAL USE ONLY**

26 June 1985

MEMORANDUM FOR: Personnel and Training Branch, FBIS

THROUGH: Chief, Europe/Latin America/Africa Division  
STAT Chief, Production Group

FROM: [redacted]  
STAT Chief, East Europe Branch

SUBJECT: Request for Thirteen Days Leave Without Pay -  
[redacted]

STAT [redacted] GS-11, assigned to Europe/Latin America/Africa Division,  
STAT East Europe Branch, requests 13 days leave without pay. Before entering on  
SIAI duty, [redacted] had informed us that she had already made plans to visit her family  
STAT this summer. After a comprehensive review of her travel request,  
Office of Security has authorized her trip. However, [redacted] has had to agree to  
STAT an Office of Security stipulation that she not return [redacted] for at least  
another four years after this summer. Her vacation is scheduled for  
STAT 12 July 1985 - 13 August 1985. [redacted] needs the 13 days leave without pay in  
STAT combination with the 10 days of annual leave she will have accrued this leave  
year to make up the full complement of one month's vacation time [redacted] as  
STAT she had planned.

In light of the above considerations and particularly her willingness to  
STAT agree with the Office of Security restriction on future travel to visit her  
family for another four years, I recommend that [redacted] request be granted.



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